Wikispaces Cheat Sheet

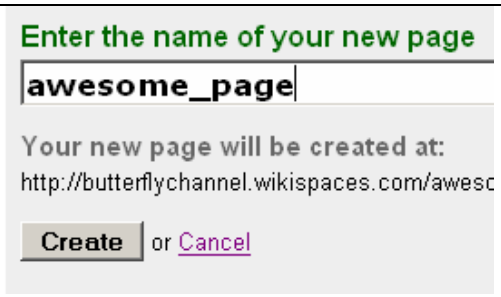
Creating Pages

Method 1:

- Click the **New Page** link in the sidebar.
- Type a **page name** (no spaces).
- Click **Create**.
- The new page will open in editing mode.

Method 2:

- While editing any page, click the **link** button on the toolbar.
- Type desired **link text** (or highlight text before clicking the link button).
- Under the **Page Name drop down**, select **New Page**.
- Type the new page name (no spaces) in the **New Page Name** field.
- Click **OK.**
- Save the page you are editing, then click the link to be taken to the new page.



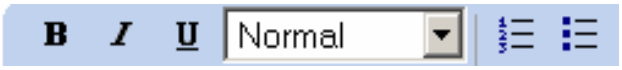
Editing Pages

Click **Edit This Page** to open a page in **editing mode**.

Adding and Formatting Text

Type or paste text just as you would in a word processor.

Format Using the Visual Editor



Highlight desired text and click the toolbar buttons to apply **bold**, *italics*, underlining, **Heading** styles (title text), numbers or bullets.

Problems with Text Formatting

Sometimes bullets and headings "misbehave," especially if you've pasted text from another document. To fix this, click **Text Editor** and remove any formatting marks (e.g. = or *) from around the problem text. Click **Visual Editor** and reformat.

To remove formatting, highlight the text and click the toolbar button again.

Adding Links

Pasted Link to a Webpage

Simply **paste** or **type** a URL into the wiki page (including the **HTTP://**) and it will become an active link when you have saved the page.

Thinkfinity - http://www.thinkfinity.org
42eXplore - http://www.42explore.com
eThemes - http://www.emints.org/ethemes/

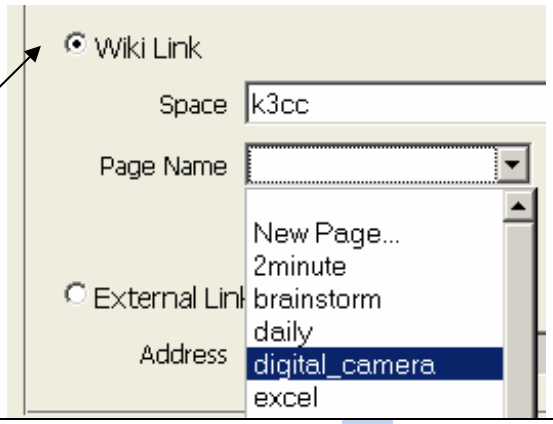
(continued)

Embedded Link to a Webpage

- Type and highlight desired **Link Text** (e.g. Woodward Academy).
- Click the **Link** button on the toolbar.
- In the **Add Link** window, select **External Link**
- Type or paste the URL in the **Address** field (leave the **http://**).
- Click **OK.**

Link to a Wiki Page

- Type and highlight desired **Link Text.**
- Click the **link** button on the toolbar.
- In the **Add Link** window, select **Wiki Link**.
- Select the desired wiki page from the **Page Name** drop-down list.
- Click **OK**.



To REMOVE a link, highlight the linked text and click the **Remove Link** button

Insert a Picture

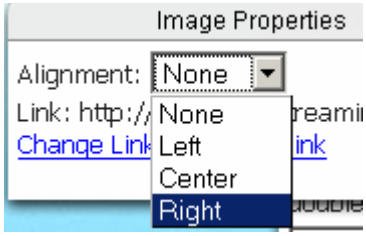
From a Saved Image File

- Click the **Images and Files** button.
- Under **Upload New File**, click **Browse…** to locate and select the image file.
- Click **Upload**. An image thumbnail will appear.
- Click your cursor where you want the image to appear on the page.
- Double-click the image thumbnail to insert it.
- Select desired alignment using the drop-down in the **Image Properties** pop-up.

From an Online Image

- Click the **Images and Files** button.
- Paste the image URL in the field under **Insert External Image by URL**.
- Click **Load**. The image appears as a thumbnail.
- Click your cursor where you want the image to appear on the page.
- Double-click the image thumbnail to insert it.
- Select desired alignment using the drop-down in the **Image Properties** pop-up.

To resize an image, simply click on it and **drag the corner handles** in or out.



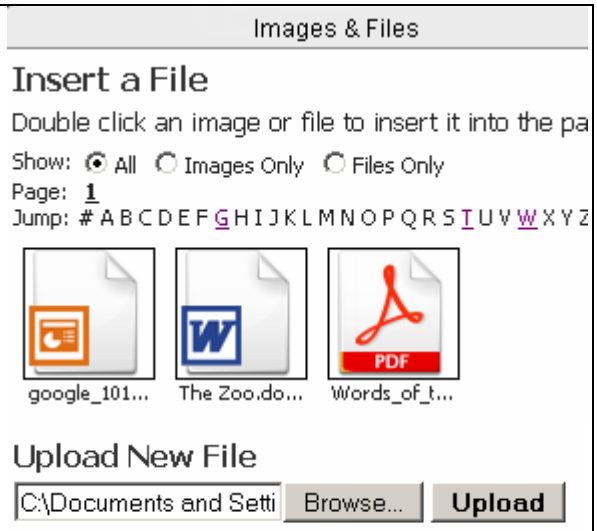
Attach a File

- Click the **Images and Files** button.
- Under **Upload New File**, click **Browse…** to locate and select the file.
- Click **Upload**. A file thumbnail will appear.
- Click your cursor where you want the file link to appear on the page.
- Double-click the file thumbnail to insert it.

Manage Uploaded Files

To view, rename or delete uploaded files, go to **Manage Space > List and Upload files**.

Wikispaces provides **2 GB** of free file storage; each uploaded file can be up to **20 MB** in size.



Manage Site Pages

To view and manage all of your wiki pages, go to **Manage Space > List Pages**

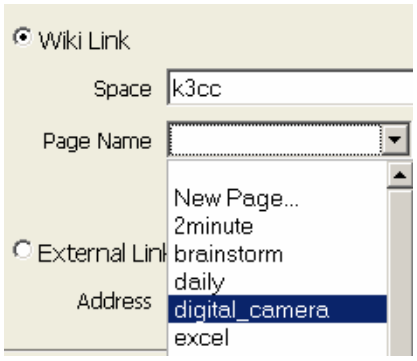
From there, you can **print, lock** (ban edits), **delete**, **rename**, or **redirect** pages.

Edit the Navigation Bar

Click **Edit Navigation** at the bottom of the left navigation menu. The **space.menu** page will open in **Editing Mode**. Edit text as needed, keeping to a single column.

Add a navigation link to a new or existing wiki page:

- Type and highlight desired **Link Text.**
- Click the **link** button on the toolbar.
- In the **Add Link** window, select **Wiki Link**.
- In the **Page Name** drop-down list, select either:
  - **New Page** and type a page name (no spaces).
  - An existing **Page Name** in the list.
- Click **OK**. **Save** the **space.menu** page.

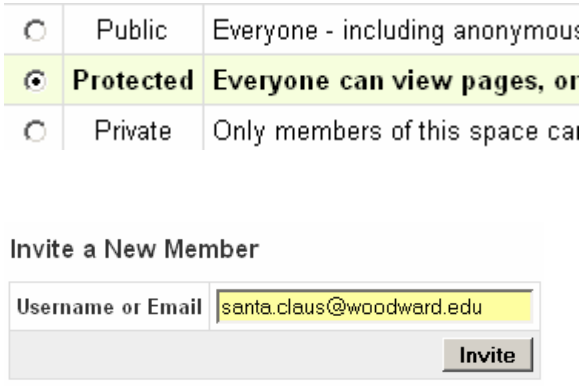


Set Permissions and Add Users

Go to **Manage Space > Members and Permissions.**

Select desired **Space Permissions** and click **Update** (**Protected** is most common).

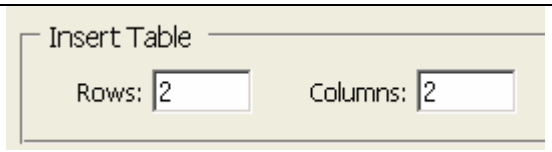
Type the person's email address and click **Invite**. In the pop-up window, you can customize the invitation and invite additional users.



Add a Table (if you must)

NOTE: Tables are weird and should be used sparingly. You **cannot** paste a table (e.g. from Word) into a wiki page. An EMBEDDED table from a Google Document or Spreadsheet works better.

- Click **Add Table** and select desired number of rows and columns (you can adjust later).
- Click **OK**.
- Type desired text in the cells. **The gridlines will NOT be visible when you save.**
- Click an arrow to add a row or column in the corresponding direction.
- Click ⊗ to delete the current row or column.
- Resize the table by dragging the handlebars.



Embed Media (e.g. audio, video, photo albums, etc.)

To embed media, you must first retrieve the appropriate HTML code from an embeddable web service (e.g. Bubbleshare, Comeeko, Google Video, Quizlet, assorted Pod players).

The steps vary slightly for different services, but there is usually a link on the page that says something like “embed HTML, ” “add to your site” or “blog this album.”

See **Bubbleshare** example below.

Embed a Bubbleshare Album:

- While viewing the Bubbleshare album, click **Blog Album** (or **Add to My Blog**)
- Select album style, then **copy the code** (highlight and **right-click>Copy** or **CTRL+C**).
- Go to your Wikispaces page and click your cursor where you want the album to display.
- Click the **Add Media** button.
- **Paste the code** (**right-click>Paste** or **CTRL+V)** into the big box.
- Click **Preview** to make sure it works.
- Click **Save**.
- You should see a small square image on the page that says **Custom**.
- Save your wiki page to see how the media actually looks.

A note about Page History – To aid collaboration and allow for easy “fixes,” Wikispaces (like other wiki sites) archives every saved version of every page from the time you create it. Simply click the History tab on any page to view its revisions. From there, you can compare versions of pages, and, if necessary revert to an older version of the page.